

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · BUSINESS ADMINISTRATOR

1	What qualifications and experience do you have in business administration?	1 2 3 4 5	
2	What responsibilities have you held in previous positions?	1 2 3 4 5	
3	What makes you the best candidate for this position?	1 2 3 4 5	
4	What are the critical skills and qualities needed for success in this role?	1 2 3 4 5	
5	What are the biggest challenges you would face in this role?	1 2 3 4 5	
6	What motivates you to do your best work?	1 2 3 4 5	
7	What do you think is the most important thing a business administrator can do to contribute to the success of an organization?	1 2 3 4 5	
8	What are the most significant benefits of working in business administration?	1 2 3 4 5	
9	What are the best ways to stay up-to-date with changes in this field?	1 2 3 4 5	
10	What are the biggest challenges businesses face today, and how would you address them?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	
Directional Fit A step forward, or backward, in their career?	1 2 3 4 5	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.